



VACANCY ANNOUNCEMENT

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION

ISSUE DATE: February 2, 2004
CLOSING DATE: February 16, 2004

ANNOUNCEMENT NUMBER:
OA-04-02-VM

Title, Series & Grade:

**Materials Handler
(Motor Vehicle Operator)
WG-6907-5/6
(\$13.81 - \$17.61 per hour)**

Vacancy Location:

**Office of Administration
General Services Division
Washington, D. C. 20503**

Full Performance Level: WG-6

AREA OF CONSIDERATION: All Sources

This vacancy may be used to fill one or more vacancies.

NOTE: Due to potential delays in the U.S. Postal Service, we encourage applicants to submit an electronic application or fax it to (202) 395-1262 or (202) 395-1194, to ensure safe and timely receipt of applications. We cannot guarantee that applications mailed will be received before the closing date of the announcement to receive consideration.

STATUS APPLICANTS: Current Federal employees serving under permanent appointments in the competitive service, or former employees with reinstatement eligibility will be considered under the agency's Merit Promotion procedures. Those Status applicants who wish to also receive consideration under the competitive procedures applicable to Non-Status applicants, must submit two applications. Mark one application "Merit Promotion" and the other "Delegated Examining". If only one application is received it will be considered under merit promotion procedures applicable to Status applicants.

MAJOR DUTIES: Serves as a Materials Handler and Motor Vehicle Operator at the Remote Delivery Site (RDS), the central security/receiving site for the Executive Office of the President (EOP). All materials handled by the incumbent are x-rayed for the protection of recipients in the White House and other agencies of the EOP. Processes incoming shipments from the off-loading stages through movement of items to their storage areas.

Participates in the completion of receiving reports reflective of materials delivered by vendors. Receives merchandise via the RDS loading dock and researches files for copies of purchase orders to utilize as a guide to determine which items are to be received. Incumbent will load and unload shipments from trucks, and other material conveyances using fork lifts (stand up and sit down lifts), manual and electric pallet jacks, side loader, and automated guided vehicles in mechanized warehouses.

Prepares shipping and inventory documents with required data for manual or automated inventory systems. Receives supply delivery orders from the supply system, assists with x-ray screening, and

delivers merchandise to the EOP complex. Completes receiving reports to accurately reflect materials delivered by vendor; documents discrepancies immediately in writing. Operates database and procedures for tracking accountable deliveries. Uses computer based e-mail to forward supervisor occasional feedback from customers and to effect communication with fellow workers and other Office of Administration colleagues.

Participates in periodic physical inventories of furniture, supplies and equipment for agencies of the EOP. Operates and maintains vehicle (1.5 ton truck or minivan), for the purposes of delivery and pickup of supplies, equipment, furniture, and agency orders. Completes daily work summary/driver's log for review by supervisor.

Participates in the maintenance and operation of the RDS storage facility in support of the White House and EOP agencies. Selects proper and safe storage locations for items. Stores, stacks, and pelletizes items without instruction on the methods or procedures to be used. Operates industrial equipment, and performs daily preventive maintenance on equipment (1.5 ton truck, forklift, power jack, high-reach forklift, stock chaser, hydraulic lifts). Loads and unloads material promptly and properly to minimize the risk of damage or loss.

Moderate physical effort is required in the frequent handling of objects weighing up to 20 pounds and the occasional handling of objects weighing over 50 pounds.

QUALIFICATIONS REQUIREMENT: Candidates will be evaluated on the skills they possess that are directly related to the duties of the job. Although a specific length of time and experience is not required for most blue-collar positions, you must meet any screen-out element listed, and show through experience and training that you possess the quality level of knowledge and skill necessary to perform the duties of the position at the level for which you are applying. Qualification requirements emphasis is on the quality of experience, not necessarily the length of time.

BASIS OF RATING: Ratings will be based on responses to the individual Supplemental Qualifications Statement (SQS) as they compare to the information provided in your resume/application materials. Please follow all instructions carefully. Errors or omissions may affect your score. If a determination is made that you have responded to an SQS at a higher level than is supported by your description of experience and/or education, your rating will be adjusted accordingly. Applicants should address each question in the SQS to the best of their ability. Failure to do so may cause a negative impact on the applicant's score.

SUPPLEMENTAL QUALIFICATIONS STATEMENTS: The following elements are used to obtain specific evaluation information concerning your knowledge, skills and abilities. Use a separate sheet of paper and describe the experience and training that you have had which relates to each element. General statements such as "20 years experience" or "all tools", etc., are not sufficient. Remember to tell about your experience and training that apply to this position whether paid, unpaid, in school, out of school, in the military or through hobbies. Remember you cannot be given credit for knowledge and abilities you do not report.

1. Ability to do the work of the position without more than normal supervision. (Screen Out Element)

a. Do you receive specific instructions on how to accomplish your work on a daily basis?

Explain:

b. Do you make independent judgments and decisions on oral and written instructions? Give examples:

c. Describe a circumstance or problem where you had to have the assistance of your supervisor or others.

2. Ability to operate a motor vehicle/equipment.

- a. List the kinds of motor vehicles/equipment you can operate, giving sizes and type or models. For each identify the level of experience you have for each type of equipment based on the levels listed below. Give examples of the more difficult work.
 - i. Had training on this.
 - ii. Had limited experience under close supervision.
 - iii. Can operate on own. (List any certifications you possess)
 - iv. Considered an expert, called on to do unusual jobs. (Explain)
 - v. Can adjust, oil, do minor maintenance, set up attachments. (Explain)
 - vi. Can operate under difficult or dangerous conditions. (Explain)

3. Work practices

- a. List your experience in performing minor repairs and preventative maintenance relating to equipment listed in Element #2 above.
- b. Describe the type of materials, tools and equipment transported in Element #2 above.
- c. Describe your knowledge and ability in cargo handling and hauling, loading, unloading and securing loads.

4. Ability to operate with dexterity and safety.

- a. Describe any work you did where you had to observe safety rules to avoid injuring yourself, coworkers, or the public.
- b. If you worked with an employer with a regular safety program what did the program include? List any scheduled safety training you got or gave. Show approximate dates and approximate number of total hours.
- c. List all accidents within the past 5 years. Give dates; whether you were determined to be at fault, and the severity.
- d. List any safety awards you received.

5. Reliability and Dependability

- a. Have you been selected for special jobs or have you received commendations for good work on jobs, in school, in the Armed Forces, etc. ? (Give details)
- b. In the last 5 years have you been fired from a job or have you had disciplinary action taken against you? (Explain)
- c. In the last 5 years have you held a job for less than a year or failed to finish a training course or schooling? (Explain)
- d. Have you worked harder than the average employee or gotten better than average grades in school, training, etc.? (Give details)
- e. How many days were you absent for work/school during the last year due to illness, vacation, etc? Give reason for absences

6. Ability to drive and operate safely all types of equipment listed in Element #2 above.

- a. List examples of the following types of driving you have done in hazardous conditions.
- b. Traffic violations: Supply the information requested below for each time you were given a ticket or arrested for breaking a driving law during the past 5 years. Do not include any record where you were found not guilty or parking tickets.
 - i. Type of violation/accident (speeding, head-on collision, hit a tree, etc.)
 - ii. Month/Year Received
 - iii. While on the job? Yes or No
 - iv. City/County/State you received
 - v. License revoked or suspended? Yes or No
 - vi. Fined, forfeited collateral, or sentenced? Yes or No
 - vii. Details of action taken (length of suspension, amount of fine, etc.)
 - viii. Did you lose any time from work as a result of accident?
- c. Have you ever received a safety award? If yes, provide details including dates.
- d. Have you ever received a citation for safe drigin or for being a safe worker? If yes, provide details including dates.

**APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE.
APPLICATIONS WILL NOT BE RETURNED.
RELOCATION EXPENSES WILL NOT BE PAID TO THE APPLICANT SELECTED.
APPLICANTS MUST MEET ALL ELIGIBILITY REQUIREMENTS PRIOR TO
APPOINTMENT.**

NOTE: Applicants are required to provide an attachment addressing each of the Supplemental Qualification Statements listed above. Applicants will not be considered nor rated if they do not submit all of the required information and failure to submit the required information will not be a basis for subsequent appeal or grievance.

If you omit any of the required information specified in Optional Form 510, "Applying for a Federal Job" your application may be rated INELIGIBLE.

Selectees may be subject to work any day of the week (including Holidays) and any shift (including night shifts), depending on the needs of the organization.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

Users of the Telecommunications Device for the Deaf (TDD) may call: (202) 395-1160.

HOW TO APPLY:

PLEASE NOTE: Due to potential delays in the mail system, we encourage applicants to submit an electronic application or fax it to us (202) 395-1262 or (202) 395-1194, to ensure timely receipt of your application. **We cannot guarantee that applications, which are mailed, will be received by the closing date of the announcement.**

FAX the following information:

- (1) an Optional Application for Federal Employment (OF-612); or a resume; or the SF-171, Application for Federal Employment; or other written application, ensuring that all required information shown in Applying for a Federal Job, OF-510, is included in your application;
- (2) your latest SF-50, Notification of Personnel Action, and Performance Appraisal if you are a current or former Federal employee;
- (3) on a separate sheet, a narrative summary of your experience and/or education which concisely addresses each of the Supplemental Qualification Statements, and
- (4) if applicable, SF-15, Application for 10-point Veteran Preference.

ELECTRONIC SUBMISSION OF YOUR RESUME: You can submit your resume from the USAJOBS web site on the Internet. After reviewing the full text of this announcement, click on the 'Submit Resume on-line' shown on this page. Create or edit your resume. Please be sure to use the space entitled "Supplemental Information" to add any additional information specified in this announcement, such as addressing Factors.

When you have finished and select 'Send', your resume will be sent to our agency. Electronic Resumes can only be sent using the special icon in our announcement. To apply on-line, you must prepare your resume and SEND it before midnight Eastern Time of the closing date.

After you complete and send OPM's online resume, you will receive a web page message stating that your resume (for the specified announcement number) was sent to our agency. This message serves as a confirmation of your mailing. If you do not receive this statement your resume was not successfully transmitted and you should try again. You may wish to fax a copy of this confirmation message with

any materials that must be faxed in order to complete the application to (202) 395-1262 or (202) 395-1194.

SECURITY CLEARANCE: A security clearance background investigation will be conducted.

MOTOR VEHICLE LICENSE: The applicant must be able to obtain and maintain a current license to operate appropriate vehicles.

PHYSICAL REQUIREMENTS: Applicants must be physically able to perform the duties of the position effectively and without hazard to self or others. All applicants tentatively selected for this position will be required to undergo a physical examination to determine their fitness to perform the duties of this position.

DRUG TESTING: The applicant tentatively selected for this position will be required to submit to urinalysis screening for illegal drug use prior to appointment. After appointment, the employee will be included in the agency's random drug testing program.

EEO STATEMENT: Applications will be accepted from all qualified persons. Consideration will be extended without discrimination for any non-merit reasons, such as race, color, religion, gender, sexual orientation, national origin, political affiliation, marital status, age, membership or nonmembership in employee organizations, or non-disqualifying physical disability. Disabled applicants, disabled veterans, or any other applicants eligible for noncompetitive appointment under special appointing authorities not requiring competitive status are eligible to apply regardless of the area of consideration and should clearly specify their special eligibility on their application.

NOTE: **Direct Deposit is REQUIRED: As a condition of employment, candidates appointed, competitively promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer.**

SPECIAL NOTE

Displaced employees requesting special selection priority consideration under the Interagency Career Transition Assistance Program (ICTAP). If you are a displaced Federal employee, you may be entitled to receive priority consideration under the ICTAP. To receive consideration you must:

1. Be a displaced Federal employee. The following categories of candidates below (A and/or B) are considered displaced employees. You must submit a copy of the appropriate documentation such as RIF separation notice, letter from OPM, or a Certificate of Separation from your agency documenting your priority consideration status.

2. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement under section 8337 (h), or 8456 of title 5 United States Code;

OR

1. Current or former career or career-conditional (tenure group 1 or 2) competitive service employees who: received a specific RIF separation notice; or separate because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or retired with a disability and whose disability annuity has been or is being terminated; or upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a SF-50 that indicates "Retirement in Lieu of RIF"; or under the discontinued service retirement option; or was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

2. Be applying for a position at or below the grade level of the position from which you were being separated. The position must not have greater promotion potential than the position from which you are being separated.
3. Have a current performance rating of record (or last) of at least fully successful or equivalent (does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria.
6. Be rated well qualified for the position. To be considered well qualified you must earn a score of 90 or above (prior to the assignment of veterans' preference points) on the rating criteria developed for this position. Applicants must address the selective and quality ranking factors in order to receive a rating.